

**CITY OF LAS VEGAS
FINANCE DEPARTMENT
IMPROVEMENT PLAN
DIRECTOR-Pamela Marrujo
April 2013**

Operational Reports:
March 2013

The mission of the Finance Department is as follows:

The City of Las Vegas' Finance Department through fiscal responsibility and accountability will ensure public funds are expended for essential and requested services in order to enhance the quality of life for the entire constituency.

The Finance Department continues to monitor department's budgets to ensure that the City continues to be fiscally responsible. In accordance with Section 6-6-6 NMSA 1978, the approved budget is binding on local officials and governing authorities.

The City continues to work with the new software system. This first year has been a challenge but the new system will better assist staff in the long run. Tyler Technology continues to work with staff to resolve issues and/or walk us through new processes. Public Safety and Courts will be going live in the near future.

The City of Las Vegas' Fiscal Year 2012 audit was presented to council at the February meeting. The City received an unqualified opinion. That is the best opinion that can be accomplished by an organization. Good work to the City staff and audit firm's employees for working so diligently to meet the deadline. A schedule has been discussed for the FY 2013 audit.

The department is working on re-designing the City website. We are expecting it to be more user-friendly and easy to toggle through. This will serve as a tool to constituents and assist like a 24 hour city hall. Staff is working with Administration to put together the best design.

Our department is committed to fiscal responsibility and ensuring the City portrays that by showing transparency. Our department continually strives to be prompt, professional and efficient in all that we do.

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GOAL	IMPROVEMENT PLAN	FINANCIAL RESOURCES	RESPONSIBLE PARTY	START DATE	END DATE
Develop an aggressive financial implementation plan that maximizes leveraging opportunities	<ul style="list-style-type: none"> Review tax base for possible taxing- Additional tax revenues will help leverage money for high dollar projects Rededication of Recreations ¼% GRT tax-Possibility of rededicating tax for other purposes. Need to promote a project or another purpose for tax. 	<p>Tax increase may need to go before voters (cost of election)</p> <p>Rededication will need to go before voters (cost of election)</p>	<p>Pamela Marrujo; Paul Cassidy, RBC</p> <p>Pamela Marrujo; Paul Cassidy, RBC Manager</p>		
<p>Progress: Meeting will be coordinated and scheduled with Financial Advisor and City Staff to discuss the above possibilities.</p>					
Modernize and improve city facilities, enterprises, and services. Specific areas targeted for improvement	<ul style="list-style-type: none"> Rate Increases- Increase in rates will generate additional revenues to help fund the numerous projects in the water and wastewater departments. Additionally, it will help the debt coverage requirements. 	Increased rates will generate money needed for needed improvements and will cash fund projects.	<p>Pamela Marrujo Ken Garcia, Utility Director Red Oak Consulting Paul Cassidy, RBC</p>	6/1/12	Complete 10/31/12
	<ul style="list-style-type: none"> Upgrade and Improve billings (utility)-Billing errors occur. City is upgrading 	Software system implementation (paid for in FY 2012)	<p>Pamela Marrujo Ken Garcia, Utility Director Tyler Technology</p>	On-going	Complete 10/31/12

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	to another system that should be able to incorporate "red flags" based on thresholds identified by staff				
<p>Progress: Rate ordinance was presented to Council on September 10, 2012 for publication. Council approved a water rate increase at a special meeting on September 28, 2012. They will reflect on the customers December bills. Tyler Technologies has implemented the utility software.</p>					
Create stronger partnerships with public, private agencies and non-profit-organizations					
Progress:					
Develop an eco-friendly community	<ul style="list-style-type: none"> The Department will attempt to use less paper by emailing documents and printing/copying two sided documents. 	Should reduce money spent on paper.	Finance staff	On-going	
<p>Progress: Printing/Copying double sided document when necessary and Recycling is how Finance is developing an eco-friendly community</p>					
Audit Improvement	<ul style="list-style-type: none"> AUDIT FINDING 2007-04 Timely Preparation of Bank Reconciliations 	Additional employee	Finance Staff		6/30/13
	<ul style="list-style-type: none"> 2012-01 Financial Review and Reconciliation- 	Additional employee	Finance Staff		6/30/13

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	Segregation of Duties <ul style="list-style-type: none"> • 2012-02 Timely Submission of HUD Report. • 2012-03 Timely Submission of CDBG Progress Reports • 2012-04 Fuel Card Monitoring • 2012-05 Untimely Deposits- Municipal Court • 2012-06 Municipal Court Bank Accounts • 2012-07 Cell Phone Usage Policy 	Create checklist	Housing Staff	6/30/13
		Central Monitoring	City Staff	6/30/13
		Create Admin Reg.	Finance Staff	4/30/13
		Create process to follow.	Municipal Staff/Finance	Work In progress
		Work with Municipal staff to transition	Municipal Staff/Finance	Work in progress
		Create Admin Reg.	Finance /HR	4/30/13

Progress:

AUDIT-

Staff works hard daily toward eliminating current findings and avoiding future findings. Fiscal Year 2013 audit schedule has been discussed with staff and Audit firm staff.

SOFTWARE SYSTEM-

The new software system is working efficiently in most areas. Staff, along with Tyler Support is working diligently to address issues at hand and get them corrected.

Public Safety will be working toward implementation along with courts in the near future.